

# City of West Hollywood

Arts and Economic Development Division

## Request for Qualifications

### Public Art Consultant – Urban Art

The City of West Hollywood is seeking a qualified consultant to assist with the management, maintenance, and research of the City's Urban Art Collection and other projects related to the City's Urban Art Program.

The purpose of this Request for Qualifications (RFQ) is to provide the City with a qualified consultant who has the experience and capability to perform the tasks described in the Scope of Work. The successful candidate will possess a proven record and have demonstrated abilities in artwork registration and conservation, with specific skills in evaluating artworks, writing condition reports and photo documenting artworks.

#### Instructions

A copy of the RFQ can be downloaded from the City's website at: [www.weho.org/rfq](http://www.weho.org/rfq).

**DEADLINE FOR SUBMISSIONS: DECEMBER 16, 2015 BY 5:00 PM**

#### Applicant submissions must:

1. Must be submitted electronically
2. Must combine all documents into one pdf submission

#### All submissions shall include the following:

- A. Consultant Identification
- B. Letter of Interest
- C. References

For a full copy of the Request for Qualifications, please visit the City's website at [www.weho.org/rfq](http://www.weho.org/rfq). If you have any questions, please contact Rebecca Ehemann by email at [rehemann@weho.org](mailto:rehemann@weho.org).

The City reserves the right to reject any and all submissions and award the contract to the Contractor who best meets the requirements set forth in the specifications.

BY ORDER OF the City of West Hollywood,  
Yvonne Quarker, City Clerk

#### AFFIDAVIT OF POSTING

State of California )

County of Los Angeles )

City of West Hollywood )

I declare under penalty of perjury that I am employed by

City of West Hollywood in the Office of the City Clerk and have

posted this agenda on:

Date:

Signature:

11/23/15

B. Pherrac